

1 FAM 260 BUREAU OF DIPLOMATIC SECURITY (DS)

1 FAM 261 ASSISTANT SECRETARY FOR DIPLOMATIC SECURITY (DS)

1 FAM 261.1 Responsibilities

(TL:ORG-62; 1-31-95)

- a. Reports directly to the Under Secretary for Management (M).
- b. Assists the Secretary of State and the Under Secretary for Management with formulating policy on security programs worldwide for the Department and the foreign affairs community serving abroad under the authority of Chiefs of Mission.
- c. Formulates and directs the implementation of diplomatic security policies to provide a secure environment for the conduct of U.S. diplomacy and the promotion of U.S. interests worldwide.
- d. Advises the Secretary and the Under Secretary for Management on diplomatic security matters and supervises the Bureau of Diplomatic Security.
- e. Establishes diplomatic security program priorities in accordance with Congressional mandates, program objectives and policies of the President, the Secretary, the Department, and the Bureau;
- f. Coordinates the provision of diplomatic security services and the exchange of security-related intelligence and operational information among the Department, foreign governments, other U.S. Government agencies, and all law enforcement authorities; and
- g. Represents the Department in negotiations with other Federal agencies and foreign governments regarding diplomatic security and countermeasures program matters.
- h. Represents the Department in meetings with other countries having mutual security concerns.
- i. Has overall substantive and coordinating responsibility for the following Department regulatory publications:

(1) *Foreign Affairs Manual* Volume 1 (*Organization and Functions*) subchapter 1 FAM 260 —Bureau of Diplomatic Security;

(2) *Foreign Affairs Manual Volume 12 (Diplomatic Security - 12 FAM)* and its related Foreign Affairs Handbooks in their entirety:

- (a) *Emergency Planning Handbook (12 FAH-1)*;
- (c) *Protection Handbook (12 FAH-2)*.
- (c) *Investigations Handbook (12 FAH-3)*;
- (d) *Field Office Management Handbook (12 FAH-4)*; and
- (e) Other 12 FAM handbooks as they are published.

1 FAM 261.2 Organization

(TL:ORG-62; 1-31-95)

An organization chart of DS is found as 1 FAM 261 Exhibit 261.2 .

1 FAM 261.3 Authorities

(TL:ORG-62; 1-31-95)

a. The Omnibus Diplomatic Security and Antiterrorism Act of 1986 (Pub. L. 99-399; 22 U.S.C. 4801, et seq. (1986)), as amended, established the Bureau of Diplomatic Security within the Department of State, the section 103(a)(2) giving he security functions and responsibilities. The Act (Title II) created within the Bureau the Diplomatic Security Service, which is responsible for managing the Bureau's day to day operations; it also (Title III of the Act (22 U.S.C. 4831-4835)) provides that the Secretary of State shall convene accountability review boards.

b. The Department of State Appropriations Act of 1990 (Pub. L. 101-167) provides the funding for the Acquisition and Maintenance of Buildings abroad.

c. Subpart 201-1.001 of the FIRMR establishes the designation of the senior information resources management official.

d. The legal authorities for the establishment of the Overseas Security Advisory Council (OSAC) are 22 U.S.C. 2651a and 2656, and the Federal Advisory Committee Act (Pub.L. 92-463) 5 U.S.C. Ap. 2, section 1 et seq. (See also 12 FAM 023 .)

e. The legal authority for the operation of the Overseas Security Policy Group (OSPG) is found at 22 U.S.C. 2651a and 2656.

f. The legal authorities for the Freedom of Information and Privacy Act Program (12 FAM) are:

- (1) The Freedom of Information Act, 5 U.S.C. 552;
- (2) The Privacy Act, 5 U.S.C. 552a; and
- (3) E.O. 12356 (National Security Information).

g. Other legal authorities include:

(1) Section 36(a) of the State Department Basic Authorities Act of 1956 as amended (Pub.L. 84-885)—counter-terrorism rewards program;

(2) Section 37 of the State Department Basic Authorities Act of 1956 as amended (Pub.L. 84-885)—investigative and arrest authorities for passport and visa offenses and for protective services;

(3) Section 160 of the Foreign Relations Authorization Act, Fiscal Years 1988 and 1989, as amended (Pub.L. 100-104)—construction security certifications; and

(4) Chapter 8 of Part II of the Foreign Assistance of 1961, as amended (Pub.L. 87-195)—antiterrorism assistance program.

h. Other authorities, as appropriate.

1 FAM 262 DEPUTY ASSISTANT SECRETARY FOR DIPLOMATIC SECURITY AND DIRECTOR OF THE DIPLOMATIC SECURITY SERVICE (DS/DSS)

(TL:ORG-62; 1-31-95)

a. Advises the Assistant Secretary for Diplomatic Security on the formulation and implementation of security programs and policies for the Department of State and the foreign affairs community.

b. Serves as the Director of the Diplomatic Security Service (DSS) and manages the day-to day operations of the Department's security program at U.S. diplomatic and consular missions abroad.

c. Chairs the Overseas Security Policy Group (OSPG), whose members include the security directors of the foreign affairs and intelligence agencies represented at foreign service posts abroad.

d. Directs personal protective services for the Secretary of State, other Department officials, certain resident foreign dignitaries and dignitaries on official visits to the United States.

e. Oversees the worldwide law enforcement and protective security responsibilities of the Diplomatic Security Service.

f. Oversees the Department's personnel security program which determines the issuance and maintenance of employee security clearances.

g. Supervises the DSS Legal Counsel, who provides legal support to the Bureau in legislative, regulatory, and procedural matters, in coordination with the Office of the Legal Adviser (L).

h. Chairs the Secretary's Overseas Security Advisory Council (OSAC), which promotes cooperation between U.S. business and private sector interests abroad and the Department's security programs.

i. Provides direct management oversight to the following DSS Offices:

(1) Overseas Operations (DS/DSS/OP);

(2) Protection (DS/DSS/P);

(3) Investigations and Counterintelligence (DS/DSS/ICI);

(4) Intelligence and Threat Analysis (DS/DSS/ITA); and

(5) Field Office Management (DS/DSS/FLD).

1 FAM 262.1 The Overseas Security Advisory Council (DS/DSS/OSAC)

(TL:ORG-62; 1-31-95)

a. Promotes cooperation on security and counterintelligence issues between the U.S. private sector worldwide and the U.S. Department of State.

b. Provides liaison to the U.S. private sector abroad on all Departmental security issues.

c. Provides regular and timely exchange of information between the private sector and the Department concerning developments in protective security.

d. Recommends methods for planning the security programs of the U.S. private sector abroad.

1 FAM 262.2 Office of Overseas Operations (DS/DSS/OP)

(TL:ORG-62; 1-31-95)

a. Is the primary point of contact within the Department and for other U.S. Government agencies on overseas security programs and activities at U.S. missions.

b. Provides that DS security programs and activities at Foreign Service posts are responsive, effective and conform with Department policy, regulations, and procedures.

c. Establishes priorities for all overseas security programs and coordinates the planning and review of security services at Foreign Service posts abroad.

d. Provides technical assistance to overseas posts and reviews and monitors their progress on individual security projects and programs.

e. Coordinates all briefing papers and related materials concerning overseas security programs for DS and senior Department management.

f. Facilitates the timely exchange of information among U.S. missions abroad, DS, and other affected U.S. Government agencies, through the 24-hour Coordination Center.

1 FAM 262.2-1 Regional Directors of Overseas Operations

(TL:ORG-62; 1-31-95)

a. DS/DSS/OP is divided into five geographic regions, each of which is headed by a Regional Director (RD). They are the primary liaison between DS and the Department's regional Executive Directors, Post Management Officers and desk officers.

b. The OP Directorates are:

- (1) Africa (DS/DSS/OP/AF);
- (2) Latin America (DS/DSS/OP/ARA);
- (3) East Asia and Pacific (DS/DSS/OP/EAP);
- (4) Europe and Canada (DS/DSS/OP/EUR); and
- (5) Near East and South Asia (DS/DSS/OP/NEA).

1 FAM 262.2-3 The Coordination Center (DS/DSS/OP/CC)

(TL:ORG-62; 1-31-95)

a. The Coordination Center is responsible for the overall coordination and timely dissemination of information in support of the Bureau's programs.

b. The Watch Officer Group provides 24-hour, 7-days-a-week coordination, communications and support services for the Bureau.

1 FAM 262.2-4 Emergency Action Planning Division DS/DSS/OP/EPE

(TL:ORG-62; 1-31-95)

a. Coordinates special operations, military liaison, and emergency plans for U.S. missions abroad.

b. Provides representation and expertise in response to crisis situations, including Department task forces and Security Support Teams.

1 FAM 262.2-5 Marine Security Guard Division (DS/DSS/OP/MSG)

(TL:ORG-62; 1-31-95)

a. The Marine Security Guard Division (DS/DSS/OP/MSG) manages the Marine Security Guard (MSG) Program for the Department.

b. Maintains liaison with the Commanding Officer and/or staff of the MSG Battalion and the Operations Division, Headquarters, US Marine Corps.

1 FAM 262.3 Office of Intelligence and Threat Analysis (DS/DSS/ITA)

(TL:ORG-62; 1-31-95)

a. Analyzes all source intelligence and provides current threat assessments for policy and operational purposes to senior management officers, posts abroad, and others for whom DS has protective responsibility.

b. Compiles and issues the interagency Composite Threat List on a semiannual basis.

c. Monitors and analyzes threats directed against official U.S. citizens, visiting foreign dignitaries, resident foreign diplomats, foreign missions located in the United States, official U.S. facilities and information and U.S. citizens and interests.

d. Conducts liaison with the U.S. intelligence community, and ensures that timely intelligence information is made available to Bureau decision-makers and DS officers in the field.

1 FAM 262.4 Office of Investigations and Counterintelligence (DS/DSS/ICI)

(TL:ORG-62; 1-31-95)

Oversees the development and direction of a wide range of investigative programs and activities, including:

- (1) Passport and visa issuance and use crimes;
- (2) Protective intelligence investigations;
- (3) Personnel security and employee misconduct;

- (4) Investigations and security assistance to other U.S. Government agencies at posts abroad;
- (5) Liaison with INTERPOL;
- (6) Rewards Program for prevention and suppression of terrorism;
- (7) Counterintelligence; and
- (8) Other special investigations.

1 FAM 262.4-1 Criminal Investigations Division (DS/DSS/ICI/CR)

(TL:ORG-62; 1-31-95)

a. Coordinates investigative complaints, allegations, information, and unusual incidents involving Department of State employees and all U.S. Government personnel under the authority of a chief of mission.

b. Responsible for the administrative and operational case control of all crimes associated with passport and visa issuance and use crimes.

c. Responsible for administrative and operational case control of non-routine criminal investigations, as authorized by law and regulations.

d. Conducts and/or coordinates all:

(1) Criminal investigation leads for other Federal, State, and local agencies as requested;

(2) Physical security investigations;

(3) Special criminal investigations and inquiries; and

(4) Investigations referred by the Office of Inspector General.

1 FAM 262.4-2 Protective Intelligence Investigations Division (DS/DSS/ICI/PII)

(TL:ORG-62; 1-31-95)

a. Directs, coordinates and conducts protective intelligence investigations involving terrorist threats and/or hostile activities directed against U.S. Government personnel, facilities, and interests abroad.

b. Conducts investigations of threats or hostile activity directed against the Secretary of State and against foreign dignitaries and diplomatic facilities in the United States.

c. Provides protective intelligence liaison, investigative support, and protective intelligence countersurveillance (PICS) support to protective details during special events, or in cases where there is a specific threat against a protectee.

d. Manages and administers the Department's "Rewards for Terrorism Information Program" (see 2 FAM 940).

1 FAM 262.4-3 Personnel Security/Suitability Division (DS/DSS/ICI/PSS)

(TL:ORG-62; 1-31-95)

a. Conducts personnel security investigations of employees, applicants, contractors, and others seeking access to Department information and/or facilities and certifies security clearances for Department employees.

b. Directs the conduct of such investigations abroad for other Federal agencies.

c. Determines the issuance, suspension, and/or revocation of security clearances for employees, applicants for employment, contractor personnel, and others seeking access to Department of State information and facilities.

d. Manages and maintains the personnel security records program.

1 FAM 262.4-4 Counterintelligence and Special Investigations Division (DS/DSS/ICI/CAS)

(TL:ORG-62; 1-31-95)

a. Develops and directs the Department's world-wide defensive counterintelligence program.

b. Monitors, identifies and neutralizes foreign intelligence efforts directed against Department of State and U.S. mission facilities and personnel.

c. Conducts substantive counterintelligence investigations and in-quiries of:

- (1) Allegations of espionage;
- (2) Technical penetration of U.S. missions abroad;
- (3) Developmental targeting;

- (4) Recruitment and recruitment attempts by foreign intelligence services;
- (5) Exploitable conduct of U.S. Government employees;
- (6) Suspect activities involving Foreign Service Nationals;
- (7) Other matters relevant to counterintelligence.

d. Conducts security screening of Department personnel and contractors who are assigned to designated countries.

1 FAM 262.5 Office of Field Office Management (DS/DSS/FLD)

(TL:ORG-62; 1-31-95)

a. Oversees and directs the operation of all domestic Diplomatic Security Field and Resident Offices.

b. Administers the contract security investigator program and is responsible for the conduct of domestic background security investigations, serving as the contracting officer's technical representative (COTR).

1 FAM 262.5-1 DS Field and Resident Agent Offices

(TL:ORG-62; 1-31-95)

a. Perform criminal investigations of passport and visa issuance/use crimes and protective intelligence investigations.

b. Conduct background security investigations of prospective and incumbent employees of the Department of State and other agencies as requested.

c. Protect foreign dignitaries and resident foreign officials.

d. Provide protective and security-related liaison with foreign diplomatic and consular missions located in the geographic region of the Field Offices.

e. Perform liaison functions with local and Federal law enforcement agencies for the purpose of information and intelligence sharing.

1 FAM 262.6 Office of Protection (DS/DSS/P)

(TL:ORG-62; 1-31-95)

a. Manages and directs the protective security programs for the Secretary of State, other U.S. Government and foreign government representatives, and the protective liaison programs of the Department.

b. Manages and coordinates the protection of foreign missions and officials in the United States.

c. Administers reimbursements to state and local jurisdictions for expenses incurred in the protection of foreign diplomatic and United Nations missions and officials.

1 FAM 262.6-1 Dignitary Protection Division (DS/DSS/P/DP)

(TL:ORG-62; 1-31-95)

a. Coordinates requests for protective services to visiting foreign dignitaries, selected resident foreign officials, and selected U.S. Government officials.

b. Organizes and manages protective services for special events involving multiple protectees, e.g., the United Nations General Assembly.

c. Coordinates with the U.S. Secret Service and other Federal, State, and local law enforcement agencies involved in protective security services.

1 FAM 262.6-2 Protective Liaison Division (DS/DSS/P/PL)

(TL:ORG-62; 1-31-95)

a. Maintains liaison with appropriate U.S. Government agencies, foreign governments, and State and local law enforcement agencies, assisting the Department with protective security services.

b. Coordinates and monitors police protection for foreign diplomatic and consular missions.

c. Provides information and assists foreign embassies in handling security threats and gives guidance on security aspects of diplomatic and consular immunity.

d. Administers the reimbursement of funds to Federal, State, local, and non-government law enforcement and security agencies which provide extraordinary protective security to resident foreign officials and facilities and to certain visiting foreign government officials.

1 FAM 262.6-3 Secretary's Detail (DS/DSS/P/SD)

(TL:ORG-62; 1-31-95)

Provides protection for the Secretary of State and for his or her family and comprehensive security coverage for the residence of the Secretary.

1 FAM 262.7 Antiterrorism Assistance Program Division (DS/DSS/ATA)

(TL:ORG-62; 1-31-95)

a. Provides training and related equipment and assistance to foreign government security and law enforcement personnel to deter and counter terrorism.

b. Develops training programs in coordination with selected U.S. mission country teams and host governments that provide an efficient and effective means of deterring and countering terrorism through modern and humane techniques and practices.

c. Coordinates training and assistance with the Office of the Coordinator for Counterterrorism (S/CT), the Bureau of Democracy, Human Rights, and Labor (DRL), other agencies, departments, and organizations.

1 FAM 263 DEPUTY ASSISTANT SECRETARY FOR COUNTERMEASURES AND INFORMATION SECURITY (DS/CIS)

(TL:ORG-62; 1-31-95)

a. Manages all security countermeasures and information security programs and reports to the Assistant Secretary for Diplomatic Security.

b. Directs and provides management oversight to the Offices of:

(1) Physical Security Programs (DS/CIS/PSP);

(2) Information Security Technology (DS/CIS/IST);

(3) Domestic Operations (DS/CIS/DO); and

(4) Diplomatic Couriers (DS/CIS/DC).

c. Formulates security policy and program plans for countermeasures, physical security, domestic operations, and information security programs.

d. Represents the Department in negotiations with other Federal agencies on security issues regarding countermeasures, domestic operations, physical security and information security.

e. Chairs the interagency Technical Security Coordinating Group (TSCG).

f. Represents the Department on the executive committees of the National Security Telecommunications and Information System Security Committee (NSTISSC).

1 FAM 263.3 Office of Physical Security Programs (DS/CIS/PSP)

(TL:ORG-62; 1-31-95)

a. Directs the development of standards and policies, establishes program priorities, and directs the development and implementation of physical security and security logistics programs at U.S. missions abroad.

b. Directs the facility protection program and ensures that local guard and residential security standards are met to protect diplomatic personnel, facilities, and residences abroad.

c. Develops and implements policies and procedures to certify to Congress all new office building construction and major renovation projects.

d. Develops standards, policies, and procedures to ensure that construction and other materials identified for installations abroad are protected from acquisition to installation.

1 FAM 263.3-1 Physical Security Division (DS/CIS/PSP/PSD)

(TL:ORG-62; 1-31-95)

a. Develops security policies and standards for protecting personnel, facilities, and the national security information of the Department and foreign affairs agencies abroad.

b. Provides oversight to A/FBO construction projects and ensures conformance to OSPG approved security standards.

c. Evaluates construction and renovation projects and ensures the proper application of physical security standards in the selection, design,

construction, and modification of overseas buildings to be occupied by the Department and foreign affairs agencies.

d. Certifies physical security equipment to meet specified performance criteria through in-house and independent testing.

e. Manages the development and installation of secure transit systems.

f. Performs countermeasures inspections of new office buildings under construction by the Department and certifies the suitability of new U.S. embassies and consulates for classified operations.

1 FAM 263.3-2 Facility Protection Division (DS/CIS/PSP/FPD)

(TL:ORG-62; 1-31-95)

a. Provides for local guard and residential security requirements, to protect the personnel, facilities, and residences of the Department and other foreign affairs agencies abroad.

b. Provides perimeter security at U.S. diplomatic and consular facilities and at residences of certain U.S. personnel under the jurisdiction of the chief of mission.

c. Plans, develops, and implements worldwide residential security programs for employees and dependents of the Department and foreign affairs agencies at Foreign Service posts.

d. Maintains liaison with other foreign affairs and intelligence community agencies on local guard and residential security program matters.

1 FAM 263.3-3 Protective Equipment and Logistics Division (DS/CIS/PSP/PEL)

(TL:ORG-62; 1-31-95)

a. Evaluates, procures and supplies all protective and special security equipment.

b. Manages the armored vehicle program which provides for the:

(1) Acquisition and secure movement of all protective vehicles and equipment;

(2) Light armoring of A/OPR's COM and fleet vehicles and DS' security vehicles; and,

(3) Procurement, product integrity and deployment abroad of the Department's fully armored vehicles.

c. Manages the Security Equipment and Maintenance Program (SEMP) and the procurement, storage, inventory, and shipment of technical security equipment to posts abroad.

d. Tests and evaluates security equipment and trains security personnel to install and repair locks and other security equipment.

e. Represents the Department on U.S. Government interagency committees involved in physical security standards for security containers, locks, doors, and similar security hardware.

1 FAM 263.4 Office of Information Security Technology (DS/CIS/IST)

(TL:ORG-62; 1-31-95)

a. Develops and interprets all security policies and standards for technical countermeasures, telecommunications, communications, computer systems, office automation systems, and other information processing and handling systems for the Department of State's use worldwide, and for other foreign affairs agencies under the authority of chiefs of mission.

b. Manages the Department's information, industrial, computer, communications, TEMPEST, technical, and operational security programs.

c. Develops procedures and recommends practices to ensure the confidentiality, integrity and availability of information for which the Department of State is responsible.

d. Devises and manages programs to perform risk analyses, security evaluations, and internal control reviews of the Department's information processing and handling operations, both domestically and overseas.

e. Represents the Department in intergovernmental and interagency organizations and specialized groups on matters relating to information security technology programs.

f. Manages the Department's Certified TEMPEST Technical Authority (CTTA) program.

1 FAM 263.4-1 Countermeasures Programs Division (DS/CIS/IST/CMP)

(TL:ORG-62; 1-31-95)

a. Manages technical countermeasures programs and provides resources and services to reduce the risk of technical penetrations or technical hazards in Department of State facilities domestically and abroad.

b. Serves as the principal point of contact for technical counter-measures operations within the Intelligence Community.

c. Develops and implements technical countermeasure policies such as TEMPEST, technical, audio, telephone, and emanations security.

d. Conducts technical inspections of the Department's information processing and handling procedures, equipment and facilities to ensure appropriate implementation of all information security technology programs.

e. Performs TEMPEST countermeasures reviews to determine TEMPEST countermeasures requirements both domestically and abroad. Performs TEMPEST inspections worldwide to ensure Department compliance with national emanations standards.

f. Manages the Department's Modular Treated Conference Room (MTCR) program and certifies shielded enclosures and conference rooms worldwide.

g. Evaluates the security compliance and effectiveness of the Department's classified and unclassified information processing operations, cryptographic programs and telecommunications systems.

1 FAM 263.4-2 Security Technology Operations Division (DS/CIS/IST/STO)

(TL:ORG-62; 1-31-95)

a. Manages and coordinates the worldwide activities of the Engineering Services Centers (ESC), Engineering Services Offices (ESO), and other engineering support functions.

b. Manages and coordinates all technical security issues involving security technology, communications security, and computer security with Foreign Service posts abroad.

c. Collects information on and conducts analysis of technical threats to Department facilities abroad, security systems, and classified information.

- d. Provides technical security support for the Secretary of State.
- e. Provides engineering support to selected sites within the U.S. and to Foreign Service posts in Canada, Bermuda, and Mexico.
- f. Manages the Seabee Program which supports the Department's engineering program abroad; provides Seabee assets for DS, A/FBO, and A/IM construction projects.

1 FAM 263.4-3 Analysis and Certification Division (DS/CIS/IST/ACD)

(TL:ORG-62; 1-31-95)

- a. Conducts security analyses, vulnerability assessments and internal control reviews of telecommunications, information processing and office automation systems.
- b. Defines security requirements and specifications for major systems and equipment as required by Federal law and regulations.
- c. Assesses the security impact of new technology and maintains an inventory of existing technical equipment, telecommunications, and information processing technologies.
- d. Provides technical expertise to support the Department's information security (INFOSEC) program, including the identification, development, and presentation of specialized technical INFOSEC education and awareness activities to all personnel both domestically and overseas.
- e. Develops, manages, and implements the Department's security certification program for telecommunications, information processing, and office automation systems, and recommends security accreditation of these systems to the Department's accrediting authority, the Undersecretary for Management.
- f. Conducts detailed security and safeguard analyses of software and firmware used in the Department's telecommunication, information processing, and office automation systems.
- g. Updates and documents security program development and changes to Department telecommunications, information processing and office automation programs.
- h. Determines the applicability of new technologies and develops systems for DOS facilities.

1 FAM 263.4-4 Information Security Programs Division (DS/CIS/IST/ISP)

(TL:ORG-62; 1-31-95)

a. Develops and administers policy and guidance for the Department's worldwide Information Security (INFOSEC), Industrial Security, Computer Security (COMPUSEC) and Communications Security (COMSEC) programs.

b. Develops policies and procedures for the classification, declassification, marking, destruction, and safeguarding of national security and other sensitive information.

c. Develops policies and procedures for identifying and safeguarding sensitive but unclassified information.

d. Manages a security education program for all Department employees and US Government contractors, briefing them on their responsibilities for the protection of classified and other sensitive information.

e. Manages the Department's Top Secret Control program, Unit Security Officer program, and oversees the security administration of the Department's Special Access Programs.

f. Develops and administers the Department's Industrial Security Program and inspects Department contracts for adherence to Department and national industrial security procedures.

g. Approves the unattended operation of computer and telecommunications systems that process classified information.

1 FAM 263.4 Office of Domestic Operations (DS/CIS/DO)

(TL:ORG-62; 1-31-95)

Domestic Operations manages the physical and procedural security programs in all Department domestic facilities.

1 FAM 263.4-1 Facilities Security Division (DS/CIS/DO/FSD)

(TL:ORG-62; 1-31-95)

a. Designs, installs and maintains the Department's proprietary alarm system, automated access control systems, vehicle barriers, personnel and package screening systems, and the technical and physical security systems at the United States Mission to the United Nations.

b. Designs, installs and maintains the Department's closed circuit television systems and their central monitoring station.

c. Maintains current floorplans and blueprints indicating the location and type of all physical and technical security systems.

d. Oversees the Department's program to install and maintain appropriate security locks.

1 FAM 263.4-2 Security Support Division (DS/CIS/DO/SSD)

(TL:ORG-62; 1-31-95)

a. Manages the uniform protective services guard contract and oversees guard services at all Department domestic facilities.

b. Provides a crime prevention program for all Department employees.

c. Provides site security for the Department's Secretariat domestically and all domestic Department conferences and special events.

d. Coordinates all security in response to emergency situations, i.e., fires, bomb threats, suspicious packages, etc., in all domestic Department facilities.

1 FAM 263.5 Office of Diplomatic Courier Service (DS/CIS/DC)

(TL:ORG-62; 1-31-95)

a. Manages and administers the Diplomatic Courier Service and its four Regional Courier Offices located in Washington, Frankfurt, Bangkok, and Helsinki.

b. Provides secure and expeditious transmission of classified and sensitive correspondence, equipment, and materials worldwide, in support of the Department of State and the foreign affairs community.

c. Formulates, coordinates, and implements policies, plans, and operational procedures for the Diplomatic Courier Service.

d. Provides liaison to the courier services of foreign governments, other nations and international organizations.

e. Provides secure control and transport of unclassified but sensitive items or materials designated for use in construction projects abroad and non-consumables for controlled sensitive areas of U.S. embassies and consulates.

1 FAM 264 EXECUTIVE DIRECTOR FOR DIPLOMATIC SECURITY (DS/EX)

(TL:ORG-62; 1-31-95)

a. Serves as the principal adviser to the Assistant Secretary for Diplomatic Security on management, policy, administrative, planning, and resource issues.

b. Directs and provides management oversight to the Offices of:

(1) Administration (DS/EX/OA);

(2) Policy, Planning, and Budget (DS/EX/PPB); and

(3) Professional Development (DS/EX/PLD).

c. Develops and implements administrative and management policies, plans, and procedures to ensure that DS resources are allocated, administered, and accounted for in accordance with U.S. law and Government regulations.

d. Develops and implements the priorities and program objectives of the Assistant Secretary of DS, using principles of efficient and cost effective management and internal controls.

e. Provides centralized administrative services, including financial management, personnel management, general services, and automated systems.

f. Directs the development and presentation of all training programs, including career development courses for security professionals and familiarization briefings for non-security personnel.

1 FAM 264.1 Office of Administration (DS/EX/OA)

(TL:ORG-62; 1-31-95)

a. Provides consolidated administrative services to DS, including:

(1) Personnel management;

(2) Administrative and general services; and

(3) Automated systems support.

b. The Message Center receives, analyzes, collates, processes, and disseminates all incoming Bureau telegraphic communications to DS offices.

**1 FAM 264.1-1 Personnel Management Division
(DS/EX/OA/PMD)**

(TL:ORG-62; 1-31-95)

Coordinates personnel and human resource management services for the Bureau, including position classification, recruitment and appointment, assignments, reassignments and transfers, equal employment opportunity, career development counseling, training, employee services, awards, reporting and special projects.

**1 FAM 264.1-2 Administrative Services Division
(DS/EX/OA/ASD)**

(TL:ORG-62; 1-31-95)

Provides a full range of administrative services to the Bureau, including:

- (1) The procurement of supplies, services, grants, and cooperative agreements;
- (2) Facilities and space planning; property management;
- (3) Motor vehicle management; records management;
- (4) Travel authorization and control; and
- (5) Coordination of other domestic administrative programs.

1 FAM 264.1-3 Management Systems Division (DS/EX/OA/SYS)

(TL:ORG-62; 1-31-95)

Provides consolidated automated systems support for the Bureau, including word and data processing hardware, software, and telecommunications services.

**1 FAM 264.2 Office of Professional Development
(DS/EX/PLD)**

(TL:ORG-62; 1-31-95)

- a. Formulates, coordinates and implements programs which promote the training and professional development of Diplomatic Security personnel.
- b. Provides specialized security training for other employees of the Department and foreign affairs agencies and their dependents.
- c. Assists in training other Federal law enforcement personnel.

d. Supports the DS Antiterrorism Assistance Program by training foreign police and security personnel.

1 FAM 264.2-1 Security Awareness Staff (DS/EX/PLD/SA)

(TL:ORG-62; 1-31-95)

a. Develops and executes Bureau-wide security awareness policies and programs.

b. Assists in the formation of DS press guidance for the Secretary's spokesperson and advises the Assistant Secretary for Diplomatic Security on media relations.

c. Develops and disseminates materials to the media and the public on Department's security programs.

d. Coordinates production and distribution of all DS publications and videotapes, and maintains them in a library.

1 FAM 264.2-1 Development and Training Division (DS/EX/PLD/DTD)

(TL:ORG-62; 1-31-95)

a. Develops training courses and trains DS and other personnel. providing assistance to DS program offices and senior managers;

b. Participates in the Security Overseas Seminar.

c. Provides specific security training to Chiefs of Mission, DCMs, principal officers, and post security officers.

d. Conducts congressional security awareness briefings for travel abroad.

e. Provides specialized training in technical security subjects, such as weapons familiarization, and improvised explosive device handling.

1 FAM 264.2-2 Mobile Security Division (DS/EX/PLD/MSD)

(TL:ORG-62; 1-31-95)

a. Provides specialized training at Foreign Service posts on a variety of security topics, both on a regular and emergency basis.

b. Provides emergency security support to posts abroad during periods of high threat, crisis, or natural disaster.

c. Assists DS protective details with tactical support, both domestically and overseas, in high threat situations.

1 FAM 264.2-3 Training Support Division (DS/EX/PLD/TSD)

(TL:ORG-62; 1-31-95)

Provides a full range of administrative support services, course design and evaluation, audio-visual services, the Training Center Library, and registrar functions.

1 FAM 264.3 Office of Policy, Planning, and Budget (DS/EX/PPB)

(TL:ORG-62; 1-31-95)

a. Provides a focal point in the Bureau for:

(1) Clearing and coordinating policy;

(2) Developing and maintaining operational and strategic planning systems;

(3) Determining bureau resource allocations; and

(4) Responding to legislative and interagency issues.

b. Coordinates diplomatic security and countermeasures policy issues with all elements of the Department and other foreign affairs agencies.

c. Manages the Bureau's program for processing requests for DS documents under the Freedom of Information and Privacy Act programs.

d. Oversees replies to all requests from the Office of Inspector General (OIG) and the General Accounting Office (GAO).

1 FAM 264.3-1 Policy and Planning Division (DS/EX/PPB/PPD)

(TL:ORG-62; 1-31-95)

a. Assists in developing and coordinating Department and interagency security policy issues by:

(1) Providing assistance to DS program offices and senior managers;

(2) Facilitating committees, councils, and working groups; and

(3) Maintaining liaison with other agencies and organizations.

b. Develops and issues security standards in coordination with appropriate Department bureaus and with the interagency Overseas Security Policy Group (OSPG).

c. Is the Executive Secretariat for the Overseas Security Policy Group.

d. Develops and manages Bureau planning and program management systems, both operational and strategic, which integrate policy initiatives, organizational goals, and post and program requirements with resource availability.

e. Develops all Memoranda of Understanding on behalf of DS with Department offices and other Federal agencies.

f. Coordinates Bureau changes to the Foreign Affairs Manual (FAM), including drafting, clearance, and final approval of Volume 12 entitled Diplomatic Security, and to its attendant Foreign Affairs Handbooks.

g. Coordinates and monitors Bureau compliance with the Office of Inspector General (OIG) and General Accounting Office (GAO) audit and inspection recommendations.

h. Coordinates and monitors Bureau compliance with the Federal Managers Financial Integrity Act of 1982 by determining the inventory of assessable units for the Bureau.

i. Coordinates the timely performance of vulnerability assessments and internal control reviews; evaluates proposed Bureau corrective actions, to ensure they represent an effective and cost-beneficial approach for resolving identified weaknesses/vulnerabilities; and tracks and monitors the implementation of all corrective actions.

1 FAM 264.3-2 Financial Management Division (DS/EX/PPB/FMD)

(TL:ORG-62; 1-31-95)

a. In coordination with the planning function of (DS/EX/PPB/PPD), prepares the budget requests and financial plans of DS for submission to the Department, OMB, and the Congress.

b. Coordinates with and advises DS program managers and officials on budgets and financial plans and assists with presentations to OMB and the Congress.

c. Executes the security budget approved by the Congress by:

(1) Allotting funds to Foreign Service posts abroad;

- (2) Certifying funds available for all domestic obligations; and
- (3) Monitoring the status of worldwide allotments, obligations, and expenditures.

1 FAM 264.3-3 Privacy Act and Declassification Division (DS/EX/PPB/PAD)

(TL:ORG-62; 1-31-95)

a. Responds to all inquiries assigned to the Bureau under the Freedom of Information Act (5 U.S.C. 552), the Privacy Act (5 U.S.C. 552a), and E.O.s 12356, 12600, and 10450 for records or information originated by the Bureau and supports release or denial decisions in the amendment, appeal, and litigation process.

b. Provides policy guidelines to Bureau offices on information management as mandated by the Privacy Act, the Freedom of Information Act and applicable executive orders.

1 FAM 265 THROUGH 269 UNASSIGNED

1 FAM 261 Exhibit 261.2 BUREAU OF DIPLOMATIC SECURITY (DS)

EXHIBIT 261.2 BUREAU OF DIPLOMATIC SECURITY (DS)

